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Defense Civil Preparedness Agency (DOD), Battle

Creek, Mich.

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May 72

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Defense Training Courses and Conferences"

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Development: Workshops

ABSTRACT

The types of courses, conferences, and workshops sponsored by the Defense Civil Preparedness Agency tuition-free are listed and described in this pamphlet. The training programs are not representative of all civil defense training available. The 21 courses and conferences listed are: Conferences for Public Officials: Conferences for Business and Industry: Shelter Management for Instructors ' Course; Shelter Management Course; Civil Defense Management Course; Radiological Monitoring for Instructors' Course; Radiological Defense Officer; Civil Defense Planning and Operations Course; Emergency Operation Simulation; Personal and Family Survival Course; RAMONT (Radiological Monitoring Course); Workshops for School Officials; School Emergency Plans; Civil Defense Mangement and Planning and Operations (Civil Affairs): Basic Concepts of Civil Defense Radiation Control; Medical Self-Help Course; Rural Civil Defense Education Program: Industrial Civil Defense Management: Radiological Instructor Workshop; Civil Defense Career Development Program for Local Directors/Coordinators; and Career Development Graduate Seminar. Descriptions of two home study civil defense courses, a schedule of courses for Fiscal Year 1973, addresses of State Civil Defense Offices, a chart showing which courses and conferences are offered in each State, and addresses of DCPA Regional Offices are also provided. (DB)

MP-39 MAY 1972

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<u>This supersedes MP-39, 1971, entitled "Civil Defense Training Courses and Conferences"</u>



PURPOSE

The purpose of this pamphlet is to list and describe the types of courses, conferences, and workshops sponsored by the Defense Civil Preparedness Agency. This pamphlet is intended to be used as a ready reference by Federal, State, and local government officials who have an interest in training programs for emergency preparedness. Although this civil defense training is supported by the Defense Civil Preparedness Agency, universities and several Federal Agencies are directly participating.

The chart at the back of the pamphlet indicates which courses and conferences are offered in each State, and other areas. The training listed in this pamphlet is by no means representative of <u>all</u> civil defense training. States and localities are training in many additional categories e.g., emergency mass feeding, rescue, law and order, etc. The training courses and conferences listed in this pamphlet are available tuition free.

NOTE: For information as to where and when specific courses are scheduled in a particular State, contact the State Civil Defense Office. The addresses are included in this pamphlet.

Inquiries concerning any of the Staff College courses should be directed to:

Defense Civil Preparedness Agency Staff College Federal Center Battle Creek, Michigan 49016

Telephone: 616 - 962-6511, Extension 6161



DESCRIPTION OF DEFENSE CIVIL PREPAREDNESS AGENCY COURSES AND CONFERENCES

CONFERENCES FOR PUBLIC OFFICIALS, 3 to 6 hours in length, are primarily designed to review with State, county, and municipal government officials their civil defense emergency and disaster responsibilities, and to encourage continual improvement in their capability to cope with emergency situations. Conferences provide further information concerning civil defense policies and programs, particularly the Community Shelter Planning Program. These sessions are generally planned for the specific needs of the expected majority of the audience.

CONFERENCES FOR BUSINESS AND INDUSTRY, usually one day, are for representatives of industrial and commercial facilities concerned with arrangements to protect life and property from the effects of enemy attack. The conference is designed to explain why industry should engage in civil defense activities, what preparations should be made for civil defense, and describe what other companies have done.

SHELTER MANAGEMENT FOR INSTRUCTORS, a 32-hour course, prepares selected individuals as shelter management instructors. The course includes the methods, techniques, and procedures for planning, organizing, and conducting local shelter management training programs. Emphasis is placed upon management of public fallout shelters, with instruction on organization and staff requirements, supplies and equipment, shelter entry, operations, and emergency from shelter. A shelter exercise is an integral part of the course. The course is primarily for prospective shelter management instructors, but enrollment is open to shelter managers in government, industry, or institutions, civil defense directors, and public shelter coordinators.

SHELTER MANAGEMENT COURSE, 8-hours plus shelter stay, trains individuals who may be needed to assist in the management of public fallout shelters. This course provides instruction in the duties of a shelter manager and staff assistants; includes shelter organization and operation, shelter entry, radiological defense measures, safety and maintenance, feeding sleeping arrangements, health and sanitation, information and training within the shelter, and procedures in preparing to leave the shelter.

CIVIL DEFENSE MANAGEMENT, a 5-day course, designed to familiarize participants with the total civil defense program in the United States and to permit them to examine their relationships to that program. Areas discussed in this course are:



the effects of nuclear weapons and protection against them; elements of the National Civil Defense Program; military and industrial support of civil defense; working relationships between Federal, State, and local governments. This course is intended for Federal, State, military or other officials who have an interest in/or are assigned civil defense responsibilities.

RADIOLOGICAL MONITORING FOR INSTRUCTORS, a 32-hour course, qualifies selected individuals as radiological monitoring instructors; provides the technical background necessary for training as radiological defense officers; provides technical training for other personnel whose assignments require extensive knowledge of radiological defense. The course covers basic concepts of nuclear science and nuclear weapons effects; types and operation of radioactive fallout; protection against fallout; source-handling techniques; and monitoring operations. An applicant should have a current or future radiological defense assignment as indicated above; some training or experience in general or physical science; and some training or teaching experience.

RADIOLOGICAL DEFENSE OFFICER (RADEF II), a 3 1/2 day course, to prepare individuals to serve as Radiological Defense Officers. The course includes study of the national civil defense organization and programs; radiological defense planning and operations; developing a radiological defense capability; postattack requirements; damage estimation; preparing emergency operations plans; construction and administration of radiological defense exercises.

The participant should have a present or future assignment as a Radiological Defense Officer; a physical science and mathematics background; and the ability to supervise and administer radiological defense activities.

PREREQUISITES: Basic Concepts of Civil Defense Radiation Control (RADEF I).

CIVIL DEFENSE PLANNING AND OPERATIONS, a 5-day course, designed to provide participants with the kind of information and knowledge they will need about civil defense emergency operations, plans and planning, so they can more effectively carry out their civil defense responsibilities and duties. Participants will be actively involved in discussion and work groups to enhance their capability for operations planning, to include organization, planning processes and procedures as undertaken in local jurisdictions. Exercises will involve an understanding of the problems involved in training local officials and others to operate effectively in an emergency operating center. Basic principles and concepts of planning

and operations are stressed throughout the course. Participants should have an assigned civil defense responsibility in Federal, State, industrial or private organizations. Participants must have completed the Civil Defense Management course or its equivalent, as determined by OCD Regional Offices.

EMERGENCY OPERATION SIMULATION, a 3-hour simulation designed to demonstrate to local government officials the operating procedures and the physical facilities that may be used in a civil defense emergency. Hypothetical situations are used to introduce into an emergency operating center problems that require coordinated action by local partipating officials. Situations presented are concerned with emergency services. As a result of this simulation, communities have a basis for the assessment of their emergency operations capabilities.

PERSONAL AND FAMILY SURVIVAL COURSE, a 12-hour course, is designed to develop an understanding of the role of the individual, family and community in civil defense. The following topics represent the course content: the National Civil Defense Program, modern weapons and radioactive fallout, community shelters, shelter living, fallout protection at home, community shelter planning, emergency from shelter and recovery, and survival on the farm.

RAMONT (RADIOLOGICAL MONITORING), a 16-hour course, prepares students to serve as radiological monitors on a shelter management staff or with an emergency operating crew. The course includes the following topics: nuclear weapons effects, with emphasis on fallout; practical use and simple maintenance of civil defense radiological instruments; effects of fallout and radiation exposure guidance; food, water, equipment and personnel decontamination; does and dose rate calculations; local radiological defense operational procedures including practical exercises in the use of instruments. Refresher training of two hours length may also be offered.

WORKSHOPS FOR SCHOOL OFFICIALS - The CDE staff organizes and holds special workshops for school administrators and other school officials. These workshops are aimed at getting greater support of school officials to include civil defense information and instruction in school curricula. They explain the logic behind civil defense and call attention to those areas in which school officials have civil defense responsibilities.



SCHOOL EMERGENCY PLANS - The CDE staff works with appropriate school officials to assist them in developing a comprehensive emergency plan which covers natural as well as nuclear disasters. These emergency plans are in consonance with the local civil defense emergency plan.

CIVIL DEFENSE MANAGEMENT AND PLANNING AND OPERATIONS (CIVIL AFFAIRS), a 14-day course designed to provide civil defense training for civil defense teams and/or other selected personnel in civil affairs units indicated in Appendix A of CON Reg. 350-5. To develop an understanding of the role of civil affairs units in support of operations in a civil defense emergency and further develop the ability to plan for such operations. The course will include involvement of the participant in direction and control of local civil defense operations, organizing for civil defense, civil defense planning, operations plan and tests; and development and conduct of exercises in an emergency operating center. Participants may expect to be active in work and discussion groups throughout the course. Participants must be officers assigned to active Army Civil Affairs units, USAR Troop Program Civil Affairs units or occupying civil affair mobilization designation positions indicated in CON Reg. 350-5. Must have civil defense responsibilities within a civil affairs unit or staff section.

BASIC CONCEPTS OF CIVIL DEFENSE RADIATION CONTROL (RADEF I), a 5-day course designed to provide participants with a basic scientific and technical background in the fundamentals of nuclear science and nuclear weapons. The course covers the use and operation of radiological monitoring equipment; fallout formation, forecasting and distribution; monitoring techniques; reporting procedures; computing dose, dose rates, entry and stay-times, protection from fallout; countermeasures; decontamination; biological effects of radiation; and peacetime hazards.

The participant should have a potential or assigned radiological responsibility in government, business, industry, or military; and have a working knowledge of algebra; be 18 years of age.

MEDICAL SELF-HELP COURSE, a 16-hour course, is designed to provide knowledge and some skills in treating injuries and caring for the sick in case of a nuclear attack or any disaster. These techniques that are taught assume that a doctor or nurse will not be available for a relatively long period of time. The course includes the following topics: radioactive fallout and shelter, healthful living in emergencies, artificial respiration, bleeding and bandaging,



fractures and splinting, transportation of the injured, burns, shock, nursing care of the sick and injured, infant and child care, and emergency childbirth.

RURAL CIVIL DEFENSE EDUCATION PROGRAM is designed to inform and instruct rural families in measures of personal survival in time of nuclear attack and in the protection of their livestock, feed, water, and food stuffs from radioactive fallout. Informational materials are readily available through the State Cooperative Extension Offices and county agents.

INDUSTRIAL CIVIL DEFENSE MANAGEMENT, a 5-day course, designed to show how business, industry, and governmental leaders can contribute to civil defense programs and measures by developing their own civil defense capability. This course includes study of actions necessary in preparing for protection from war-caused and major peacetime disasters; technical aspects of shelter facilities; planning and organizing for survival in industrial plants, institutions, and other large facilities; restoration of production and distribution following attack; mutual aid for civil defense; continuity of management; and informing and educating employees in civil defense. This course is open to industrial, business, and governmental civil defense coordinators and/or executives who have responsibility for emergency planning. It is also open to professional civil defense personnel (civilian and military) in Federal, State, and local government.

RADIOLOGICAL INSTRUCTOR WORKSHOP (RADEF III), a 1 1/2-day workshop designed to qualify individuals to train radiological monitors. The Workshop includes discussion of the OCD RADEF courses; training materials available; recruiting techniques; process of adult education; and individual presentations by the participants. Also included is a demonstration on safe handling of the radiological Cobalt-60 Training Source Set.

Participants should have an assigned radiological instructional responsibility and some training or teaching experience.

PREREQUISITES: Completion of Basic Concepts of Civil Defense Radiation Control (RADEF I) and Radiological Defense Officer (RADEF II).



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CIVIL DEFENSE CAREER DEVELOPMENT PROGRAM FOR LOCAL DIRECTORS/COORDINATORS - The intent of the Career Development Program is to provide a sequential curriculum for civil defense officials which will lead to progressive development in understanding, judgment, and performance. Content is directed exclusively at the role of the local civil defense coordinator. The curriculum consists of the two following home study courses, four two-week phases of instruction in residence at the Staff College, and optional seminars on a continuing basis.

TITLE: CIVIL DEFENSE, U.S.A. (As described on page 9.)

TITLE: THE CIVIL DEFENSE DIRECTOR/COORDINATOR (As described on page 9.)

QUALIFICATIONS FOR ATTENDANCE: The following qualifications and prerequisites pertain to attendance in the Career Development Program at Staff College. All attendees should (1) hold a current position as a civil defense director/coordinator or deputy, or (2) be a professional member of the State Civil Defense Staff, or (3) be an instructional program coordinator or instructor under direct or indirect contract to OCD, or (4) any person over 21 years of age who is nominated by a local civil defense director of record and endorsed by the State Civil Defense Director. Prerequisites for Phases I, II, III, and IV, and the Career Development Graduate Seminar listed below.

TITLE: PHASE I - The Job of the Coordinator

PURPOSE AND DESCRIPTION: The Job of the Coordinator focuses on the primary tasks each coordinator must perform to increase the emergency preparedness posture of his community. These tasks include organizing, planning, programming, and operating a civil defense system.

PREREQUISITES: (1) Completion of the Home Study courses, "Civil Defense, U.S.A.," and "The Civil Defense Director/Coordinator," or (2) demonstrated knowledge of the Home Study courses content based on an examination, or (3) completion of the Civil Defense Management course, or (4) two years experience as a local director/coordinator.

TITLE: PHASE II - The Work Environment of the Coordinator



PURPOSE AND DESCRIPTION: The Work Environment of the Coordinator emphasizes the twofold environment that the coordinator must work within; i.e., the civil government structure and the community. It includes current public administration concepts, practical problems of working within government, an understanding of the community structure, and the dynamics of getting essential things done within this structure.

PREREQUISITES: (1) Completion of Phase I, or (2) demonstrated knowledge of Phase I content based on an examination, or (3) completion of the Civil Defense Management and Planning and Operations courses, or (4) three years experience in a civil defense staff position as specified under "Qualifications for Attendance."

TITLE: PHASE III - The Personal Effectiveness of the Coordinator

PURPOSE AND DESCRIPTION: The Personal Effectiveness of the Coordinator focuses on increasing the effectiveness of the coordinator as a manager, as a communicator, as a persuader, and as an ingovator. It includes current management practices, leadership, written and oral communications, organizational behavior, and the design and implementation of information programs.

PREREQUISITES: Completion of Phase II.

TITLE: PHASE IV - Civil Defense in National Security

PURPOSE AND DESCRIPTION: Civil Defense in National Security examines ideological conflicts, the international situation, military and non-military defense posture, the role of civil defense in other countries, history of civil defense, Federal-State-local relationships, civil defense program and budget strategy, and civil defense response to crisis stiatuions.

PREREQUISITES: Completion of Phase III.

TITLE: CAREER DEVELOPMENT GRADUATE SEMINAR

PURPOSE AND DESCRIPTION: The Graduate Seminar is offered for Civil Defense Career Development Program graduates desiring continued professional growth beyond Phase IV. Each Seminar focuses on one or two topics of current interest to



local civil defense coordinators. Participants can enroll in the Seminar whenever it is offered since each Seminar emphasizes different topics. Generally, the participants must complete assigned advance reading or research and then discuss the implications of this study during the Seminar. Occasionally, Seminars may vary from this format to meet specific needs of the participants.

PREREQUISITES: Completion of Phase IV.

SPECIAL NOTE: Approximately six months before a Seminar is conducted, all graduates of Phase IV will receive an announcement of the topics. They will be asked to submit applications within thirty days if they plan to attend. This leadtime is necessary since precourse materials will be sent to the enrollees about two months before the Seminar.

HOME STUDY COURSES

CIVIL DEFENSE, U.S.A. - Designed for all citizens, this course of programmed instruction is an orientation to the national civil defense program. It consists of five units, or lessons, which require approximately fifteen hours of study. Subject areas include the relationship between military defense planning and civil defense planning in the nuclear age; nuclear weapons effects as they relate to defensive countermeasures; fallout shelter; warning; emergency operations; support programs; and government responsibilities for civil defense. Enrollment is through local civil defense offices. If no such office is available, an individual may send an enrollment request, including his name, address, and zip code, on a post card to CIVIL DEFENSE, U.S.A., Box 2000, Battle Creek, Michigan 49016.

THE CIVIL DEFENSE DIRECTOR/COORDINATOR. This programmed instruction course is designed for recently appointed Civil Defense Directors/Coordinators as an orientation to their position. It requires approximately fifteen hours of study. The course content includes: laws pertinent to civil defense; relationships of the Civil Defense Director/Coordinator with local government structure and elements of State and Federal government; identification of types of emergency situations and required operations in the local community; tasks or job elements of the position; special areas of civil defense knowledge required; and sources of help for a new Director/Coordinator. The text is situation oriented to provide practical application of the principles studied.

The course is open to Civil Defense Coordinators and their deputies, and to staff members of State Civil Defense Offices. Enrollment is through local, State, and Regional (Federal) Civil Defense Offices on OCD Form 435 (Sep. 67). Only the items required for Home Study courses should be completed on the form.



DEFENSE CIVIL PREPAREDNESS AGENCY STAFF COLLEGE - FEDERAL CENTER Battle Creek, Michigan 49016

SCHEDULE OF COURSES FOR FISCAL YEAR 1973 (Internal Use Only)

July - December 1972

Jul	10 17	-	7 14 21 Aug	5	Open (July 4 - Holiday) Industrial Civil Defense Management Open Civil Defense Management and Planning and Operations (Civil Affairs)
Aug	6	-	19		Civil Defense Management and Planning and Operations (Civil Affairs)
Sep	4 11	-	8 22		Open (September 4 - Labor Day) Civil Defense Career Development Program - Phase I
	25	-	0ct	6	Civil Defense Career Development Program - Phase II
0ct	16 23	-	20 Nov	3	Open (October 9 - Columbus Day) Industrial Civil Defense Management Civil Defense Career Development Program - Phase I (Oct 23 - Veterans Day)
	30	÷	Nov	3	Civil Defense Management
Nov	7 20	-	10 10 24 Dec	8	Civil Defense Planning and Operations Career Development Graduate Seminar Open (November 23 - Thanksgiving Day) Civil Defense Career Development Program - Phase III
Dec	1 <u>.8</u> 25	-	22 29		Open Open (Christmas)
					January - June 1973
Jan			5 19		Open (New Years Day) Civil Defense Career Development Program - Phase I
	22	-	Feb	2 .	Civil Defense Career Development Program - Phase II

Feb	5	-	9		Basic Concepts of Civil Defense
	10		1 5		Radiation Control (RADEF I)
	12	-	15		Radiological Defense Officer (RADEF II)
			16		Radiological Instructors Workshop (RADEF III)
	19	-	23		Open (February 19 - George Washington's birthday)
	26	-	Mar	2	Civil Defense Management
Mar	5	_	9		Civil Defense Planning and Operations
	5	_	16		Civil Defense Career Development
					Program - Phase II
	19	_	30		Civil Defense Career Development
					Program - Phase III
	26	_	30		Industrial Civil Defense Management
Apr	2	_	13		Civil Defense Career Development
	_				Program - Phase I
	16	_	27		Civil Defense Career Development
		_	21		Program - Phase II
			•		
	20		Ман	11	(Good Friday - April 20)
	30	-	ma y	11	Civil Defense Career Development
					Program – Phase IV
				•	
May	14	-	17	•	Career Development Graduate Seminar
	28	-	Jun	1	Open (May 28 - Memorial Day)
	•		_		•
Jun	4	-	15		Civil Defense Career Development
			•		Program - Phase III
	25	-	29		Open .
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STATE CIVIL DEFENSE OFFICES

Director, Civil Defense
Department
State of Alabama
Basement
State Administrative Building
64 North Union Street
Montgomery, ALABAMA 36104

Director Alaska Disaster Office 1111 East 5th Avenue Anchorage, ALASKA 99501

Director, State of Arizona Division of Emergency Services State Capitol Building Phoenix, ARIZONA 85007

State Director, Executive Office of Civil Defense and Disaster Relief P. O. Box 1144 Conway, ARKANSAS 72032

Director
Office of Emergency Services
State of California
P. O. Box 9577
Sacramento, CALIFORNIA 95823

The Adjutant General and State
Director of Civil Defense
300 Logan Street
Denver, COLORADO 80203

State Civil Defense Director Military Department State Armory, 360 Broad Street Hartford, CONNECTICUT 06115

Director
Division of Civil Defense
Delaware City, DELAWARE 19706

Director of Civil Defense District of Columbia Government Municipal Center, Room 5009 300 Indiana Avenue, N. W. Washington, D. C. 20001 Director
Division of Emergency
Government
Department of Community Affairs
1045 Riverside Avenue
Jacksonville, FLORIDA 32204

The Adjutant General and State
Civil Defense Director
Department of Defense
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Atlanta, GEORGIA 30316

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Adjutant General and Director of Disaster Relief and Civil Defense State Office Building 650 West State Street Boise, IDAHO 83702

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Illinois Civil Defense Agency
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Sprinfield, ILLINOIS 62706

Director
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B-90 State Office Building
100 North Senate Avenue
Indianapolis, INDIANA 46204

Director Civil Defense Division State Office Building Room B-33 Des Moines, IOWA 50319

State Civil Defense and
Disaster Programs Administrator
Basement
State Office Building
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State Civil Defense Director Department of State Police 714 South Harrison Road East Lansing, MICHIGAN 48824

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State Capitol Building
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Military Reservation
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Acting Director
Civil Defense and Disaster
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Department of Defense
P. O. Box 979
Eggerts Crossing Road
Trenton, NEW JERSEY 08625

The Adjutant General and
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Office of Civil Defense
Mobilization
P. O. Box 4277
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State Capitol Post Office
Station, Box 53365
Oklahoma City, OKLAHOMA 73105

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Department
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Director Office of Civil Defense P. O. Box 5127 Puerta de Tierra Station San Juan, PUERTO RICO 00906

Chief, Civil Defense Canal Zone Government Box M Balboa Heights, CANAL ZONE

Director of Civil Defense P. O. Box 786 Agana, GUAM 96910

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Connecticut	х	x	X	х	X	х	х	X	х	X	х			X	X
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New Jersey	х	X	ļ	х	x	x	x	х	х	х	_ x	X	х	X	X
New York	X	<u> </u>	x	x	<u> </u>	x	X	X	х	x	x	<u> </u>	X	_X	х
Rhode Island	X	<u> </u>		x		X	х	x		<u> </u>		x	х	х	х.
Vermont	×	X			х			X	x	X	X	x	х	x	x
Puerto Rico	X	X	X	x	X	Х	X	X	X	x	x	х	х	х	X
Virgin Islands	 										<u> </u>			Х	
REGION 2				1								1			
Delaware	х	х		х		х	х	х			х	×	х	х	х
Dist. of Columbia						х	х				x	×	х	х	
Kentucky	x		x	х		×	х	x	х		×		×	×	х
Maryland	x		х	х		, X		х			×	x	х	×	х
Ohio	T T			x	х	1X:~	, x	х					х	х	х
Pennsylvania	x					x	х	х	х		x	×	X.	x	×
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REGION 3													<u> </u>		
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REGION 4															
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Michigan	 	├—	x	\vdash	x	x	×	×	 ^	├	 ^	├	⊢ ^	×	×
Minnesota	×	x	+^-	1	×	X	×	×	×	×	×	×	×	×	×
Wisconsin	+	 ^	⊢-	x	×	x .	⊢ ^	×	×	├	×	^	×	×	×



CIVIL DEFENSE COURSES AND CONFERENCES (THRU JUNE 30, 1973)

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DCPA REGION	\ <u>`</u> `;	\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	5/\$	13	153	7/3°	/3	/\$		\$/ <i>\$</i>	~/~	* /	<u> </u>	/ ^{\$} ;	`. ``\₹`
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REGION 5	<u> </u>											<u> </u>			<u> </u>
Arkansas	X		X	x	х		х	х	×	X	X		<u> </u>	X	X
Louisiana	X	x	X	X	, X	x	X	х	х	X	х	x	X	х	X
New Mexico	X	<u> </u>	X	X	L		х	х	х	×	x	X	х	X	X
Oklahoma	X	x	x	x	X	X	x	х	х	X	X			X	X
Texas	X						x	х	х	X	X			х	X
REGION 6									-						
Colorado				х	х		x	X	x	X	х			х	х
lowa	х						x	х	X	x	X			X	X
Kansas						х	X		×	x	X			X	х
Missouri		X		х		X	х	х	Χ*	X	х			х	X
Nebraska	х		X	X		X	X	X	X	X	X			х	X
North Dakota							x _	х	х	x	х	X	x	х	Х
South Dakota	х	х		х	Х	х	х	X	х	X	X	ľ	X	X	X
Wyoming	<u> </u>						х	X	х	х	X	Ŀ		X	х
REGION 7															
Arizona			х	х	x	ж		х	х	х	х		х	X	х
California	х				х			X	х	х	х	x	х	х	Х
Hawaii	X			х		x	х	x	х	X	х	х	X	X	х
Nevada	х	x	х	х	X	Х.	X	х	х	х	X	х	x		X
Utah	х						х	х	х	х	X	х	T _x —	X	X,
American Soma															
Guam															
REGION 8															
Alaska		х		×	х		х	х	х	x	x	х	х	х	x
Idaho	1				х	×	x	x	х	x	X	x	x	x	×
Montana	X	x			х	х	х		x	×	×	x	X	x	x
Oregon	1	x			х		x	x	х	x	х	x	x	X	x
Washington	7 🔻	х		x	х	x	х	х	х	x	-x	×	x	x	x

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